

To Obtain A Permit

Permits may be issued to one of the following:

The **owner** of a property, a California licensed **contractor**, or an authorized agent of the contractor.

Permits can be obtained by one of the following three methods:

1. All permits can be obtained in person at the Building Division Permit Center.
2. Residential projects that are 4 units or less can obtain permits over the Internet for certain types of work, which require no plan review or other departmental approvals. To obtain a permit over the Internet, go to www.sjpermits.com and follow the online directions.

The following permits can be obtained over the Internet:

Building Type	Plumbing Type
<ul style="list-style-type: none"> • Chimney repair • Window security bars (SFD only) • Re-roof 	<ul style="list-style-type: none"> • Property Line Cleanout • Repipe (SFD only) • Sewer replacement • Water service change • Water Heater replacement • Gas line Extension (SFD only)
Electrical Type	Mechanical Type
<ul style="list-style-type: none"> • AC Add (SFD only) • Service change • Interior Lights • Portable Spas (SFD only) • Receptacles • Switches 	<ul style="list-style-type: none"> • AC Add (SFD only) • Exhaust fan • Fireplace appliance • Furnace Change • Furnace Change w/AC (SFD only) • Gas line Extension (SFD only) • Gas Valve (earthquake)

3. The above listed items that require no plan review or other departmental approvals can also be obtained through the mail. You can obtain permit applications on the Building Division web site or you can have them mailed to you by sending a request and a self-addressed stamped envelope to the City of San Jose Building Division, 200 East Santa Clara St, Attention Permit Center, San Jose, CA 95113-1905. When requesting a permit application, please specify the type of permit being applied for, i.e. reroof or simple permits.

NOTE: Sending and receiving permit applications by fax are not accepted at this time.

TO OBTAIN PERMITS AT THE BUILDING DIVISION PERMIT CENTER:

The applicant must submit completed permit documents at the Building Division Permit Center, which is located at 200 East Santa Clara St, our hours are Monday through Friday, from 9:00 a.m. to 4:00 p.m. with limited service available from 12:00-1:00 p.m.

Some projects require plan submittal and approval prior to issuing permits. If plans are required, the applicant must bring the required number of plans and specifications to the Permit Center for a plan check. An appointment is required to submit plans for plan review. To determine what plans are required, please obtain a plan submittal informational handout.

Some minor projects may qualify for *Express Plan Check*. Express plan review is done by appointment only and is performed at the appointed time. To determine if a project qualifies for Express Plan Check, you may refer to the Express Plan Check Requirements handout.

If plans are **not** required, permits may be issued over the counter. An appointment is not required for over-the-counter permits.

Additional information including *Plan Submittal Checklists* and *Express Plan Check Requirement handouts* can be obtained by visiting our website at www.sanjoseca.gov/building/, or by calling our Information Inspector's voice mail at (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara St. Our hours are 9:00 a.m. to 4:00 p.m. with limited service between 12:00 p.m. and 1:00 p.m.